

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, July 06, 2009**

The regular session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, July 06, 2009** at the regular time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Konnie Kuiper, Brian Novak, Mark Herak were present. Councilor Dan Vassar was absent owing to a previously reported commitment. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Also present: Mark Roorda and Dan Stombaugh of the Town Board of Metropolitan Police Commissioners; and Dennis Tobin and Ed Dabrowski of the Park and Recreation Board were also present.

William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; George Georgeff, Commander in Metropolitan Police Department; Kenneth J. Mika, Building Commissioner; and John M. Bach, Public Works Director, were also present.

General Substance of Matters Discussed

1. The Town Council discussed the vacancies in the Select Centennial Commission and the Community Events Commission. It was noted that Shelly Mayden, a community events commission member and a nominee to the Select Centennial Commission from that body, had resigned from the Community Events Commission but desired to still serve. It was further noted that the Calvary Baptist School never presented a nominee to the Town Council President. It was further noted that the President could now name as he chose for that seat.

It was further noted that for the three vacancies on the Community Events Commission should be publicized and persons encouraged to apply.

2. The Town Council discussed the matter regarding the purchase orders the pending siren bills in the fire department. The discussion noted that the fire Department after allowing for encumbrances had significant lapsed appropriations. Further, it was noted that in 2003, there was a siren account line in the amount of \$5,000 established in the Fire Department budget. It was unclear why the line had not been maintained in subsequent or the current budget. It was further discussed that the Town Council desired that the account be restored to the Fire Department.

The Town Council further discussed the application of IC 5-22-18-5, and the fact that no purchase order was obtained for the pending bills for the repair of the sirens. The discussion also noted that the repair was engaged as an emergency. It was further noted that the purchase order should then be obtained shortly following the emergency. It was further noted that no budget currently provides for the costs. The Town Council suggested that an amendment to the Rainy Day Fund should be prepared to cover the pending bills for its consideration.

3. The Town Council and the several department heads and commission members present regarding the appropriate and valid use of public personal property and public resources and the existing practices' alignment with the current provisions set forth in the Compensation and Benefits Ordinance.

The discussion included an expression that there should not be a feeling of entitlement by workers regarding use of public assets. It was further suggested that perhaps there should be an amendment to the Compensation and Benefits repealing a reasonable use of public assets

to a flat ban outright. The discussion included whether or not there should be a rule informed by an underlying rationale such that an asset not be routinely loaned for use by a resident then it perhaps should not be allowed for employees.

The discussion included whether or not workers in several departments used the auto repair bays to perform repairs their own or non-employees' vehicles, the use of the public water resources to wash personal cars by public safety workers, the personal use of take home police cars including allowing non public safety personnel to be ported, the personal use of the telephones, the computers and the copiers as well.

The discussion included a consideration of town liability that will ensue from the use of the public personal property by employees for non public uses. The discussion included the concerns if any policy that eventually emerges would not be equal in its effects among all departments. This discussion further included whether or not some standard of common sense could ensue, and whether or not too much rule making may rise to micro management should ensue. The discussion included considering what other municipalities policies are in this area.

The discussion included acknowledgment that there is a pending personnel matter in the Parks and Recreation Department regarding use of personal property. It was further suggested that the Town Council should set forth a clarifying policy on or whether or not Town employees should be permitted to take home Town equipment.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, July 06, 2009**, was adjourned at 8 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer